



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF ECONOMIST	42	A	7.707

Under administrative direction, the Chief Economist is responsible for planning, organizing and directing the work of a research section within a department as well as performing research activities involving the application of recognized economic and research principles.

Supervise and evaluate the performance of Economist III's in conducting various economic and statistical research studies to include selection, training, work assignment and review, establishing work performance standards and discipline.

Analyze project requirements and associated costs, approve methodologies and timeframes, monitor progress of projects, and make appropriate adjustments as necessary to ensure completion according to project specifications, established timeframes and cost parameters.

Secure funding for section projects by soliciting or responding to advertised bids and negotiating contracts with State and federal agencies; consult with other department supervisors in developing proposals including budget and project design.

Develop, recommend and monitor the section budget; allocate expenses and resources as appropriate and make adjustments as necessary.

Direct and/or conduct research, analysis and studies of economic, social, fiscal and other factors in relation to the topic of study.

Participate in the development of strategies and State and national policy positions by serving on committees and advisory boards and providing expertise in the areas of economics, statistical analysis and research, and labor market information.

Provide information to legislative bodies, industry, media, civic groups, and the general public regarding economic data, labor force statistics, employment demographics, research efforts, and pending legislation; testify at hearings, issue statements, make speeches and respond to individual requests for information.

Ensure business leaders, organizations and others are provided with current and projected economic information.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in economics, labor economics, econometrics, statistics or related field and five years of experience in conducting statistical/economic data collection and analysis involving the application of statistical, mathematical and economic principles and research design and procedures, two years of which must have included supervising lower level economists, and one year of which must have included making formal presentations to various groups; **OR** two years of experience as an Economist III in Nevada State service; **OR** an equivalent combination of education and experience.

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: research techniques and methods of analysis; current economic trends and the implications of the particular area of research; economic and statistical theories, principles, practices and techniques. **Working knowledge of:** data processing and computer system capabilities; project management techniques including cost estimation and resource allocation; statistical and quantitative techniques including correlation methods, regression analysis, time series analysis, analysis of frequency series, sampling methods and compilation of index numbers. **Ability to:** provide training to customers. **Skill in:** advanced mathematical computation; composing narrative summaries of research findings and analysis; operating a personal computer for database management, statistical analysis, word processing and web-based software products.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State laws regarding employment service programs and unemployment compensation; governmental accounting and budgetary procedures to effectively develop budgets, interpret financial analyses, develop contracts and make adjustments to budgets to ensure limits are not exceeded.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.707

ESTABLISHED:	6/1/67
REVISED:	10/12/88R
	6/9/89PC
REVISED:	7/1/93P
	9/24/92PC
REVISED:	7/15/05PC